

ANIMAL CONTROL OFFICER

General Statement of Duties: Under general supervision, to investigate complaints, capture and impound stray, vicious, or injured animals; to enforce ordinances governing licensing, impounding, humane treatment, sanitation and disposal of animals; to assist in cleaning the shelter, feeding and euthanizing animals; and to do related work as required.

Distinguishing Features of the Class: This is a semi-professional position involving enforcing animal control laws, rules, and regulations. Drives a truck in patrolling assigned areas in picking up stray and unlicensed animals; investigates complaints that animals are creating a nuisance; picks up animals reported as injured or dead; issues citations for failure to comply with pertinent laws; receives animals at the shelter, locates and quarantines animals that are suspected of having bitten humans or other animals; cleans kennels and trucks; feeds animals; impounds animals in violation of ordinances; euthanizes animals; keeps records on animals picked up and related work activities; listens to complaints and explains regulations and procedures; uses good public relations while strictly enforcing compliance with animal control laws.

Areas of Accountability:

1. Answers animal complaints and patrols as assigned.
 - Picks up and delivers to shelter all stray, unlicensed, injured, or dead animals as assigned;
 - Issues citations for failure to comply with pertinent laws.
2. Investigates bites and quarantines animals.
 - Conducts investigations of all reported bites;
 - Identifies and locates all bite animals;
 - Insures prompt quarantine of all identified bite animals;
 - Dismember and ship animal heads to laboratories.
3. Enforces animal control laws.
 - Issues verbal and written warnings;
 - Issues citations;
 - Insures compliance with all notices;
 - Testifies in court.
4. Keeps records.
 - Makes detailed records of animals picked up;
 - Records results of all complaints investigated;

- Records results of bite investigations;
- Prepares records for medical or laboratory specimens;
- Keeps logs of all activities.

5. Uses good public relations.

- Knows and explains reason for animal control laws; B. Uses proper conduct in dealing with citizens.

6. Operates medical, scientific or animal control equipment.

- Ability to give inoculations to animals;
- Euthanize animals;- Operate motor vehicle, radio, traps, etc.;
- Maintain and repair equipment.

7. Performs miscellaneous duties as assigned.

- May be called upon to perform duties of animal handlers;
- May be called upon to act as Chief Animal Control Officer in that person's absence;
- Other duties as assigned.

Required Knowledge, Skills, and Abilities: Knowledge of the basic laws and regulations governing the licensing, inoculating, quarantine, impounding, and care and destruction of animals; familiarity with the symptoms of animal diseases; ability to keep records and accounts; ability to develop and maintain cooperative relationship with the public; Must be willing to take rabies shots, on a periodic basis, to reduce the possibility of rabies infection. Must have and maintain a valid Iowa driver's license.

Acceptable Experience and Training: Graduation from high school supplemented by some experience in animal control work or working with animals; or one year of college with emphasis in the sciences, with education and experience interchangeable on an equal basis.

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